



STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

2910 N. 44 St., Ste 140

Phoenix, AZ 85018

Telephone 602-468-1414 / Facsimile 602-955-6284

400 W. Congress, Ste 523

Tucson, AZ 85701

Telephone 520-628-6940 / Facsimile 520-628-6941

REQUEST FOR WAIVER -- BROKER

REAL ESTATE PRELICENSE EDUCATION, NATIONAL LICENSE EXAMINATION,
OR LICENSED EXPERIENCE

Form No. ED-110-B

INSTRUCTIONS FOR USING THIS FORM

The Arizona Department of Real Estate ("Department") accepts live, pre-licensure education courses only, and does not accept continuing education courses for pre-license course credit. To request a waiver of the pre-license education for real estate broker's license, the national portion of the Real Estate Broker's License Examination, or the requirement for licensed experience, complete and submit this form. **Supporting documentation is required**, determined based upon the type of waiver requested, as identified in the checklist for each type of waiver.

Fill in the information requested below and check the applicable box for the type of waiver requested. Provide the documentation listed for the type of waiver(s) requested and **sign** and date the form. If you cannot provide the specified documentation to substantiate your request, do not submit this request as a waiver cannot and will not be granted. **Please allow approximately 3 weeks for processing. Requests are processed in first-come, first-served order.** If more than 3 weeks have passed since you filed this completed form with the Department and you have not been contacted concerning your request, call 602-468-1414, ext. 340.

CANDIDATE INFORMATION

Print Name: _____ Signature: _____

Street/Mail
Address _____ Daytime Phone: _____

City/State/ZIP: _____ Alternate Phone/Email: _____

By my signature above I am indicating that my representations herein are true. I understand that if my request is denied, I must meet the statutory requirements for the license desired. I have attached the documentation indicated for the waiver requested: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> 1. Education Waiver (based on current licensure) | <input type="checkbox"/> 2. Education Waiver (based on prior Education) |
| <input type="checkbox"/> 3. Examination Waiver (national portion) | <input type="checkbox"/> 4. Licensed Experience |

[Candidates DO NOT WRITE on Page 1 below this line]

- | | | |
|-----------------------------------|---------------------------------|------------------------|
| 1. Education Waiver (licensure) | _____ Hours Waived /Needs _____ | _____ Does not qualify |
| 2. Education Waiver (prior educ.) | _____ Hours Waived /Needs _____ | _____ Does not qualify |
| 3. Examination Waiver (national) | _____ Nat'l Exam Waived | _____ Does not qualify |
| 4. Licensed Experience | _____ Number Months Experience | _____ Does not qualify |

- | | | |
|--|--|--|
| <input type="checkbox"/> Insufficient documentation | <input type="checkbox"/> Out of Date | <input type="checkbox"/> Does not meet Arizona requirement |
| <input type="checkbox"/> Correspondence or distance learning | <input type="checkbox"/> Other/comments: _____ | |

Authorized ADRE Signature: _____ Date: _____

CANDIDATE NAME: _____

LICENSED EXPERIENCE

ALL BROKER LICENSE CANDIDATES, your licensed experience must be verified by the Department. Submit:

- Certified license history from each state in which you are currently licensed and from each state in which you have held a license within the preceding 5 years, dated within 90 days of filing your application with the Department; and
- One Employing Broker Verification form (LI-226) from **each** broker who has employed you within the last five-year period, sufficient to substantiate a minimum of three years active, full-time real estate, cemetery or membership camping experience, as applicable. A.R.S. § 32-2124 (A)(1), (2) and (3).

☐ **1. EDUCATION WAIVER based on licensure.** I am currently licensed as a broker in another state and hereby request a waiver of the prelicense education required for an Arizona real estate broker's license. A.R.S. § 32-2124 (C)

ITEM No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	✓ Check When Done
1.A.	List each state(s) in which you are now licensed as real estate broker.		
1.B.	Attach a certified License History from the Real Estate Commission or Department in each state listed in your response to Item 1.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
1.C.	If the License History referenced in 1B does not indicate the course hours and method of instruction (live, internet/distance learning, or correspondence) of real estate classes you were required to take to be licensed, attach an official school transcript for prelicense real estate courses you have taken. Only live, classroom instruction will apply. The Department does not recognize or accept correspondence courses, continuing education courses or distance learning courses for the prelicense education requirement.		
1.D.	<i>NOTE: If a waiver is granted, you must still complete specified hours of an approved Arizona specific real estate broker's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE- approved real estate school, community college or university. You must pass the school's examination on the course before being eligible to take the Arizona license examination</i>		

☐ **2. EDUCATION WAIVER based on prior education.** I have attended real estate broker pre-licensure courses in another state and hereby request a determination by the Department that my prior education is equivalent to the prelicense education required for an Arizona real estate broker's license. A.R.S. § 32-2124 (C)

Item No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	✓ Check When Done
2.A.	List each state(s) in which you are currently licensed as real estate broker OR in which you have been licensed any time during the preceding 5 years. If none, write "None" in the Response box to the right.		
2.B.	Attach a certified License History from the Real Estate Commission or Department in each state you listed in your response to Item 2.A. To be considered, a License History must be dated within 90 days before filing it with this request.		

CANDIDATE NAME: _____

2.C.	Attach an official school transcript for prelicense real estate courses you have taken. Only live, classroom instruction will apply. The Department does not recognize or accept correspondence, , continuing education or distance learning courses for the prelicense education requirement.	
2.D.	If any of the courses you wish to have considered were taken more than 10 years before you will file your license application with the Department, attach a statement explaining why you believe your work experience in a real estate related field, together with your prior education, should be considered equivalent. If, in the Commissioner's sole discretion, your explanation is not satisfactory, the waiver will not be granted	
2.E.	NOTE: <i>If a waiver is granted, you must still complete specified hours of an approved Arizona specific real estate broker's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE-approved real estate school, community college or university. You must pass the school's examination on the course before being eligible to take the Arizona license examination.</i>	

☐ **3. EXAMINATION WAIVER.** I am currently licensed as a real estate broker and have taken a national real estate examination that I believe to be similar to the Department's within the preceding 5 years. I hereby request a waiver of the national (general) portion of the examination for real estate broker's license. The Department CANNOT waive the state portion of the examination. A.R.S. § 32-2124 (J)

Item No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
3.A.	List each state(s) in which you are currently licensed as real estate broker. If you do not hold a real estate broker's license in another state, you do not qualify for an exam waiver.		
3.B.	When did you pass the state license examination for the license(s) identified in 3A? If more than five years before the date you apply for an Arizona license, you do not qualify for an exam waiver.		
3.C.	If the exam was within the preceding 5 years, identify the state-contracted national testing company that administered your prior license examination. Note: If the exam was a state-administered real estate exam (including, without limitation, CA, FL, MS, NC, OK, OR, WV, Guam) and was not administered by a national testing provider; if the exam was dissimilar to the Department's exam; or if the exam was more than 5 years before your application for an Arizona real estate license, you will not qualify for this waiver and must pass both the state and general (national) portions of the Arizona real estate examination for broker's license.		
3.D.	Attach a certified License History from the Real Estate Commission or Department in each state listed in 3.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
3.E.	Attach an original 'duplicate' score report from the test administrator identified in 3C. Contact the testing company listed in 3.C to order a duplicate score report.		

CANDIDATE NAME: _____

☐ **4. SUBSTITUTE FOR LICENSED EXPERIENCE.** I am not licensed and not required to be licensed to perform the activities described on the attached statement. I believe I have active experience in real estate to substitute for the licensed experience required of broker license applicants.

A.R.S. § 32-2124 (A)(7)

Item No.	ITEM DESCRIPTION	RESPONSE (Attach a sheet and identify your name & Item #)	✓ Check When Done
4.A.	Attach a signed statement describing in detail the activities you performed which you believe substitute for the licensed experience.		
4.B.	Identify the starting date and ending date for each position. Include the name, title, address, and telephone number of a person or persons who can corroborate your representations.		
4.C.	State the approximate number of hours per week you performed the activities.		
4.D.	If your activities were exempt from licensure, attach a copy of the statute or rule providing the exemption. If licensure was required and you were not licensed, your experience will not be considered.		
4.E.	Attach copies of contracts for transactions you were directly related in which will substantiate your representations.		

This form is available in alternate formats by contacting the Department's Business Services Office at 602-468-1414, ext. 160.